

Hillsborough County Pre-Trip Authorization and Reimbursement Request Form Norma Smith

All travel must comply with Administrative Directive No. AD-09.

This form must be completed prior to travel.



Name: Kenneth Jones	EMP ID: 31487	We certify that the mode of transportation is the most cost effective under the circumstances and travel complies with AD No. AD-09.	
Address: 2550 63rd Ave So		Signature of Traveler: <i>[Signature]</i>	Date: 4/12/16
City: St Petersburg	ZIP: 33712	Signature of Approving Authority: <i>[Signature]</i>	Date: 4/13/16
Dept./Agency: Economic Development		Print name of Approving Authority: Lindsey K. Kimball	
Ph #: (813) 272-7232		Travel Coordinator Name: Norma Smith	Ph #: (813) 276-8461

Purpose of Travel: IEDC Training Course: Real Estate Development & Reuse			
Method of Travel: <input type="checkbox"/> County Vehicle <input type="checkbox"/> Private Vehicle <input checked="" type="checkbox"/> Common Carrier		Class of Travel: <input type="checkbox"/> A <input checked="" type="checkbox"/> B <input type="checkbox"/> C	
Departure Date: 05/18/16	Departure Time:	Travel Destination: City: Minneapolis	County: State: MN
Return Date: 05/21/16	Return Time:	NOTES:	

ATTACH JUSTIFICATION FOR ESTIMATED EXPENSES:		SIGNED FORM VERIFYING COMPLETION OF TRAVEL IS DUE TO BOCC ACCOUNTING 5 DAYS AFTER TRAVEL RETURN DATE.	
Registration Fee:	\$590.00	Registration Fee:	450.00 \$
Hotel: 4# days at \$175.00 per day	\$700.00	Hotel: 3# days at \$175.00 per day + fees	595.35 \$0.00
Airline Ticket: <input checked="" type="checkbox"/> Non-refundable	\$286.20	Airline Ticket: Payment Proof Required	286.20 \$
Car Rental <input type="checkbox"/> Voucher:	\$	Car Rental: Payment Proof Required	\$
Auto Mileage: _____ miles at \$0.445	\$0.00	Auto Mileage: _____ miles at \$0.445	\$0.00
Per Diem: _____ quarter days at \$21.25	\$0.00	Destination Mileage: _____ miles at \$0.445	\$0.00
Meals: Breakfasts: 3#	\$24.00	Explanation:	
Lunches: 3#	\$24.00	Parking, Tolls, Taxi (attach receipts)	88.00 \$
Dinners: 3#	\$66.00	Per Diem: _____ quarter days at \$21.25	\$0.00
Other: _____	\$	Meals: Breakfasts: 3# 8.00	24.00 \$
Total Estimated Expenses:	\$1690.20	Lunches: 3# 8.00	24.00 \$
ADVANCE EXPENSES: (90% OF ESTIMATED EXPENSES)		Dinners: 3# 22.00	66.00 \$
Hotel: \$_____ at 90% = _____	\$0.00	Other Expenses (attach receipts)	399.95 50.00 \$
Meals: \$_____ at 90% = _____	\$0.00	Total Allowances:	1583.55 \$0.00
Mileage: \$_____ at 90% = _____	\$0.00		
Other: \$_____ at 90% = _____	\$0.00	*If overpaid, please Less Advanced Payments:	1331.55 \$
Total Advanced Expenses:	\$0.00	make check payable to BOCC and attach	*Total Reimbursement: 252.00 \$0.00

We hereby certify that this travel is true and correct in every material matter; that the expenses were incurred by the traveler as necessary travel in the performance of official duties; and that the same conforms in every respect with the requirements of § 112.061, Florida Statutes, and Administrative Directive No. AD-09.

Signature of Traveler: <i>[Signature]</i>	(813) 276-8461	Signature of Approving Authority: <i>[Signature]</i>	Date: 4/17/16
Work Phone Number		Print name of Approving Authority: Lindsey K. Kimball	

METHOD OF PAYMENT: (COMPLETE DETAILED INFORMATION REQUIRED)			
Registration: <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Fed. Tax I.D.:	Phone #: () -	
Amount: Payable to:	Index / Sub-Object Code:	Fax #: () -	
\$ Address:	EDE03020 / 5504		
Early Bird Deadline / /	Registration Deadline / /		
Hotel: <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Fed. Tax I.D.:	Phone #: () -	
Confirm #: Amount: Payable to:	Index / Sub-Object Code:	Fax #: () -	
\$ Address:	EDE03020 / 4005		
Rental Car: <input type="checkbox"/> Purchasing Card <input type="checkbox"/> Check Document No.:	Index / Sub-Object Code:	Amount: \$	
Advance Travel Expenses Payable to Traveler: <input type="checkbox"/> Check Document No.:	Index / Sub-Object Code:	Amount: \$	
Reimbursable Travel Expenses to Traveler: <input type="checkbox"/> Check Document No.:	Index / Sub-Object Code:	Amount: \$	

Date	Doc Amount	No. of Lines	Trans Hash	Coded By	Distribution: <input type="checkbox"/> Copy - Department <input type="checkbox"/> Original - Accounting <input type="checkbox"/> Copy - Transaction Report
Vendor No. Document No.					

Jani Sanchez on behalf of Norma Smith
Invoice No. 78455

Invoice No. 78455

INVOICE

Ship To: Kenneth Jones
Hillsborough County Economic
Development
PO Box 1110
20th Fl
Tampa, FL 33601-1110

Account No.		Purchase Order No.		Order Date	Order Number	Terms		Invoice Date	
278957				04/15/2016	119072	Web registration		04/15/2016	
Qty Shipped	Item Code	Description					Unit Price	Extended Price	
1	REAL_MN16/ BASIC_REG	Real Estate Development & Reuse 05/19/2016 - 05/20/2016 Minneapolis, MN Basic Registration					450.00	450.00	
Line Item Total		Freight		Handling	Other	Tax	Subtotal	Amount Received	Amount Due
450.00							450.00	450.00	0.00



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MEMBERSHIP ABOUT IEDC PROFESSIONAL DEVELOPMENT RESOURCES & PUBLICATIONS CONFERENCES & EVENTS



Training Course: Real Estate Development & Reuse

Date: May 19 - 20, 2016

Location: Minneapolis, MN

This course is held in partnership with Minnesota Economic Development Foundation and Greater MSP.

- » Agenda
- » Instructors
- » Certification
- » Accommodations/Training Location
- » Registration

This course clearly articulates the eight stage process for real estate development and reuse. Specifically, course participants will learn the fundamentals of market and site analysis, financial feasibility, and what political considerations are required to move a development project from conception to realization. Additionally, this course will cover a wide variety of financing tools that are available at the local, regional, and state levels, including tax increment financing, bond financing, tax credits, tax abatements, land assembly, and brownfield redevelopment. Multiple in-class case studies will be used to help participants work through actual financial and regulatory problems.

Course Highlights:

- Housing, retail, office, industrial, hotel, and mixed use development
- The regulatory and approval process including zoning and permitting
- Assessing community involvement and political feasibility
- Public, private and nonprofit financial modeling
- Understanding the pro forma operating statement structure
- Property valuation and capitalization rates
- Brownfield redevelopment phase structure and liability
- Request for qualification/proposal process

Agenda

May 19

8:00 - 8:30 am

Registration



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Government-owned convention hotels:
How to measure success?

State tourism slogan goes down in flames

Smarter manufacturing drives rust belt
revival

Is your mayor a Twitter pro?

ED Now Feature: Leadership in Economic
Development: Fostering Change

ED Now Feature: Abierto a Los
Negocios? Cuba's Economy Braces for
Change

IEDC's Statement on Terror Attacks in
Brussels

New initiative to attract millennials with
coworking space, press gangs

> More Articles

Events

April 2016

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

> MONTH AT A GLANCE > ALL EVENTS

Demonstrating the Cost Benefits of
Sustainable Developments
April 13, 2016

Training Course: Business Retention and
Expansion
April 14 - 15, 2016

USDA's Strategic Economic and
Community Development program
April 14, 2016

> MORE EVENTS

22112
Norma Smith

*Tami Kana 24
for Norma
Smith*

8:30 - 10:00 am	<p>Overview of Real Estate Development & Reuse</p> <p>During this session, attendees will be introduced to the basics of real estate development and reuse. The various types of development will be discussed, including build-to-suit, speculative, greenfield and redevelopment. Participants will be introduced to development process and the roles of the private and public sector and non-profits in real estate development. Expectations and objectives will be set for the next two days and attendees will be given the opportunity to introduce themselves to the class.</p>
10:00 - 10:30 am	<p>Market and Site Analysis</p> <p>In this session, participants will learn about two key aspects of development feasibility: market and site analysis. Taking place before a development project is underway, these studies help determine whether a project is a "go" or "no-go." Participants will look at the various assumptions and inputs that make up a market analysis. The session will also examine how site features and constraints can affect a development project.</p>
10:30 - 10:45 am	Break
10:45 - 11:15 am	Market and Site Analysis (cont.)
11:15 am - Noon	<p>Regulatory and Approval Process</p> <p>Economic developers are often called upon to facilitate or expedite the public approval process. This session will explore the public sector's regulatory role in land development, focusing on zoning, subdivision and other regulatory constraints and hurdles.</p>
Noon - 1:30 pm	Lunch on your own
1:30 - 3:30 pm	<p>Financial Feasibility*</p> <p>This session continues the morning feasibility session with an in-depth look at how to analyze the financial feasibility of a development project. Specifically, participants will learn about the various elements of an operating pro forma, including calculating net operating income and cash flow. Participants will also look at debt and equity financing, as well as how to evaluate a project's return to the investor(s). This session will be very interactive, with participants applying these tools to an actual case study.</p> <p>*Participants are asked to bring a calculator to this session.</p>
3:30 - 3:45 pm	Break
3:45 - 4:30 pm	<p>Political Feasibility and Community Involvement</p> <p>While a proposed project may meet market and financial tests, it is not truly feasible unless it has political and community support. In this session, participants will tackle how to assess political support, involve the community and promote the project's value to stakeholders.</p>
May 20	
9:00 - 10:15 am	<p>Federal and Local Financing</p> <p>This session provides an overview of federal and local development financing. Federal programs such as CDBG, SBA and tax credits will be reviewed. Local financing will include tax abatements, bond financing, tax increment financing, special improvement districts and the provision of public infrastructure. In this session, participants will gauge the strengths and weaknesses of these various mechanisms.</p>
10:15 - 10:30 am	Break

10:30 am - Noon	Interactive Case Study In this session, participants will split into groups to tackle a real life development challenge. Drawing on your knowledge from previous sessions, you will determine how a city should respond to a proposed development deal.
Noon - 1:30 pm	Lunch on your own
1:30 - 2:15 pm	Local Tools for Development This session will continue the discussion on tools available to local jurisdictions to undertake development. This session will focus specifically on redevelopment areas, land assembly, sale-leasebacks and density bonuses.
2:15 - 3:00 pm	Brownfields Redevelopment Land contamination, whether real or perceived, is a major reason many properties are not being put to their highest and best use. During this session attendees will be introduced to brownfields assessment and regulation and various programs and incentives for brownfields redevelopment.
3:00 - 3:15 pm	Break
3:15 - 4:15 pm	Developer Solicitation, Selection and Agreements This session provides an in-depth look at developer Request for Proposals (RFP). Participants will discuss proposal evaluation, negotiations and the development and disposition agreement.
4:15 - 4:30 pm	Course Evaluation

* Agenda subject to change

****PLEASE NOTE:** In order to receive full IEDC certification credit for this course and a certificate indicating course completion, participants must attend the entire course and stay through the final session on the last day. Please make travel plans accordingly.**

Instructors

Robin Scott Hunden
 President
 Hunden Strategic Partners

Mr. Hunden, ISHC, offers extensive experience in managing the feasibility and implementation of major real estate projects as well as organizational development. Since launching Hunden Strategic Partners, he has been a sought after consultant for dozens of hotel, convention, mixed-use entertainment and retail projects as well as other tourism and economic development projects and master plans. He also has experience moving organizations to a position of focus and action through strategic planning initiatives.

Prior to starting the firm, he served as Vice President of C.H. Johnson Consulting in Chicago. There, he conducted nearly 100 destination development assignments for the firm, specializing in hotels, conference centers, sports, urban entertainment-retail districts and convention center developments. He also managed much of the firm's work on performing arts and tourism projects during his five-year tenure. Some notable projects include the new Omni convention hotel in Fort Worth, the Erie Bayfront Convention Center and Sheraton, arena projects in Kansas City and Albuquerque, Fourth Street Live! in Louisville, the Kansas City Power & Light District, and the Nassau Coliseum redevelopment.

Prior to joining CHJC, he worked for several years on real estate finance and transaction activity for a number of projects at Landauer Associates and Grubb & Ellis, which purchased Landauer in 2000. In this capacity, Mr. Hunden sought financing for hotels and other real estate projects across North America, giving him a real-world perspective on how banks and other financial players analyze various real estate developments. He also conducted transaction work involving hotel, retail, apartment and industrial assets.



20118
Norma Smith

Janis Smith
for Norma Smith

Mr. Hunden is a member of the International Society of Hospitality Consultants (ISHC), the Urban Land Institute (ULI), the International Economic Development Council (IEDC), the International Downtown Association (IDA), the Congress for the New Urbanism (CNU), the International City County Management Association (ICMA), and the Government Finance Officers Association (GFOA). Mr. Hunden received a B.S. in Finance from Indiana University Bloomington, Indiana.

Robert M. Lewis, AICP, CECd
Principal and President
Development Strategies

Bob directs economic research and planning projects at Development Strategies, based in St. Louis. He joined the Development Strategies team in 1978 after two years working for the St. Louis County Department of Planning. He was named president in 2000 and became the largest stockholder in 2007. The focus of his professional work is analyzing the market, economic, and organizational forces that influence urban planning, economic growth, and real estate development. His consulting services typically yield strategic recommendations for clients seeking to maximize economic value. Clients include private property owners, corporations, government agencies, non-profit development organizations, and institutions all around the United States.



A native of Glencoe, Illinois, in the Chicago area, Bob holds a master's degree in city and regional planning from Southern Illinois University at Edwardsville (1976) and a bachelor's degree in business economics from Miami University in Oxford, Ohio (1973).

Bob is a member of the International Economic Development Council (IEDC) where he is a certified economic developer (CECd), the American Planning Association where he is also a member of the American Institute of Certified Planners (AICP), the National Association for Business Economics (NABE), the American Statistical Association (ASA), and the Urban Land Institute (ULI). He has been an adjunct senior faculty member teaching business economics for the Keller Graduate School of DeVry University since 1995.

Deborah McGill Smith, CECd
Vice President - Industrial Brokerage and Consulting
EGS Commercial Real Estate, Inc

Deborah joined Cushman and Wakefield | EGS Commercial Real Estate (C&W | EGS) in 2008 and is an active member of the C&W | EGS Industrial Brokerage Tenant Representation Team for Alabama. She specializes in industrial and land brokerage, real estate consulting and leasing and brings a unique skill set to her clients due to her extensive background in the public sector and economic development.



Since joining C&W | EGS, Deborah has been involved in the disposition of over three million SF of industrial buildings and worked on several high profile site selection requirements. Deborah also uses her land expertise to help clients with industrial and retail land development.

Prior to joining C&W | EGS, Deborah spent seventeen years in economic development. This included her position as Executive Director of the Jefferson County Economic and Industrial Development Authority (JCEIDA) where she led the development of the McCalla and Lakeshore Jefferson Metropolitan Parks, creating close to \$1 billion in capital investment and securing numerous companies including OfficeMax, Home Depot, McKesson Pharmaceuticals, and Magna, as well as data centers for Wells Fargo (formerly Wachovia), Southern Company and Blue Cross / Blue Shield.

Deborah is a Certified Economic Developer and has recently completed two terms as a national Board member for the National Association of Industrial and Office Properties (NAIOP).

Certification

This course meets the professional development requirements for the Certified Economic Developer (CECd) exam. CECds earn recertification credits for participation.

22112
Norma Smith

Jani Jawad
for Norma
Smith



This course has been approved by the American Planning Association (APA) for certification maintenance credits.

22112
Norma Smith
Jani Samali
for Norma
Smith

Accommodations/Training Location

Crowne Plaza
Minneapolis Downtown Northstar
618 Second Ave. S
Minneapolis, MN
(612) 338-2288

Cutoff Date: Apr 25, 2016

Rate: \$175 per night

Registration

	<u>By April 7</u>	<u>April 8 - May 5</u>	<u>*After May 5</u>
IEDC Member	\$450	\$590	\$610
Non-member	\$565	\$705	\$725
Full Time Student**	\$105	\$125	\$145

*Walk-in registrations will be accepted. Full payment must be made on-site in order to attend the course.

** Copy of current transcript required.

CREDIT CARD

Individual paying by credit card: Click this button if you are registering as an individual IEDC member or nonmember and paying by credit card.

PARTNER / OTHER

Partner, group or individual paying by credit card, check or purchase order: Click this button to download a form (PDF) if you are paying by check or purchase order, or registering with a promo code. Form must be faxed or mailed, and accompanied by payment.

Should you have difficulty registering online, please download the course registration form (PDF).



Refunds less a \$60 cancellation fee will be issued for all cancellations received in writing to fax:


(202) 223-4745 or email: prodev@iedconline.org at least 10 business days prior to the course - please allow 3-4 weeks. All registrations regardless of payment status are subject to the \$60 cancellation fee. No refunds or credit transfers to a future course will be issued for cancellations received within 10 business days of the course. Telephone cancellations are not accepted. Attendee substitutions for a course may be made at any time prior to the course.

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22117
Norma Smith

Affiliated programs:

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734 15th Street NW / Suite 900
Washington, DC 20005
Phone: (202) 223-7800  | Fax: (202) 223-4745 

Designed and Developed by
Architect 

TRANSMISSION VERIFICATION REPORT

TIME : 04/13/2016 14:32
 NAME : HILLSBOROUGH COUNTY
 FAX : 8132762638
 TEL : 8132726210
 SER. # : BROL4J144098

DATE, TIME : 04/13 14:31
 FAX NO./NAME : 912022234745
 DURATION : 00:00:22
 PAGE(S) : 01
 RESULT : OK
 MODE : STANDARD
 ECM



INTERNATIONAL
 ECONOMIC DEVELOPMENT
 COUNCIL

The Power of Knowledge and Leadership

2016 Training Course Registration Form

Course: Real Estate Development & Reuse

Course Date: May 19-20, 2016

Location: Minneapolis, MN

SIGN UP HERE

Name: <u>Kenneth Jones</u>	Title: <u>Economic Development Manager</u>	Email: <u>JonesK@hillsboroughcounty.org</u>
Name: _____	Title: _____	Email: _____
Name: _____	Title: _____	Email: _____
Name: _____	Title: _____	Email: _____

Organization: Hillsborough County Government

Address: 601 E Kennedy Blvd, 20th floor

City: Tampa

State: FL Zip: 33602

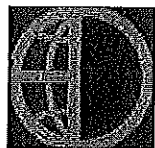
Membership Status: ☒ IEDC Member ☐ Non-member

☐ MEDF Partner Registration

Partner Code: _____

PAYMENT

	By Apr 7	Apr 8 - May 5	After May 5	
IEDC Member	\$450	\$590	\$610	450



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

The Power of Knowledge and Leadership

2016 Training Course Registration Form

Course: Real Estate Development & Reuse

Course Date: May 19-20, 2016

Location: Minneapolis, MN

SIGN UP HERE

Name: Kenneth Jones Title: Economic Development Manager Email: JonesK@hillsboroughcounty.org
Name: _____ Title: _____ Email: _____
Name: _____ Title: _____ Email: _____
Name: _____ Title: _____ Email: _____

Organization: Hillsborough County Government Address: 601 E Kennedy Blvd, 20th floor
City: Tampa State: FL Zip: 33602

Membership Status: ☒ IEDC Member ☐ Non-member

☐ MEDF Partner Registration Partner Code: _____

PAYMENT

	By Apr 7	Apr 8 - May 5	After May 5	
IEDC Member	\$450	\$590	\$610	450
Non-Member	\$565	\$705	\$725	
			# of Attendees:	<u>x</u>
			Group Discount (3 or more registrants) Less 10%	
			TOTAL:	<u>\$ 450</u>

Please select one:

☐ Check Check Number: _____ ☐ Purchase Order PO Number: _____

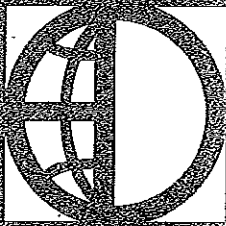
Credit Card ☒ Visa ☐ MasterCard ☐ Amex

Credit Card Number: [REDACTED] Exp. Date: [REDACTED]

Cardholder Name: Norma Smith Signature: [Signature]

Special Accommodations:

Send form and payment to: IEDC, P.O. Box 759219, Baltimore, MD 21275-9219
Fax form and PO to Katie Krieger: Fax: (202) 223-4745 or Email: prodev@iedconline.org



INTERNATIONAL
ECONOMIC DEVELOPMENT
COUNCIL

*The Power of
Knowledge and Leadership*

*By issue of the Board of Directors, this certificate
acknowledges that*

Kenneth Jones

*has completed the **Real Estate Development
and Reuse** course*

Barry Matherly, CEcD Chair, Board of Directors

May 20, 2016

Date

Jeffrey A. Finkle, President & CEO

I6239614

Norma Smith

22112

Smith, Norma

From: Delta Air Lines <DeltaAirLines@e.delta.com>
Sent: Thursday, April 14, 2016 10:22 AM
To: Smith, Norma
Subject: Your Flight Receipt - KENNETH L JONES 18MAY16



Hello, KENNETH L

Your Trip Confirmation #: F7INRA

[MANAGE MY TRIP >](#)

Wed, 18MAY	DEPART	ARRIVE
DELTA 1419	TAMPA, FL	MPLS-ST PAUL
BASIC ECONOMY (E)	2:18pm	4:39pm
Sat, 21MAY	DEPART	ARRIVE
DELTA 1712	MPLS-ST PAUL	TAMPA, FL
BASIC ECONOMY (E)	1:05pm	5:13pm

RESTRICTED HAZARDOUS ITEMS

To ensure the safety of our customers and employees, Delta no longer accepts **hoverboards or any lithium battery powered self-balancing personal transportation devices** on board its aircraft. These items are prohibited as both carry-on and checked baggage.

Spare batteries for other devices, fuel cells, and e-cigarettes are permitted in carry-on baggage only. If your carry-on bag contains these items and is gate checked, **they must be removed and carried in the cabin**. Further information and specific guidelines regarding restricted items can be found [here](#).

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Passenger Info

NAME	FLIGHT	SEAT
------	--------	------

IG 239614

Norma Smith

22112

KENNETH L JONES

DELTA 1419

Select Seat

DELTA 1712

Select Seat

Visit delta.com or use the Fly Delta app to view, select or change your seat.
If you purchased a Trip Extra, please visit My Trips to access a receipt of your purchase.

Flight Receipt

Ticket #: 0062341720063

Place of Issue: Delta.com

Ticket Issue Date: 14APR16

Ticket Expiration Date: 14APR17

METHOD OF PAYMENT

VI*****3720

\$286.20 USD**CHARGES****Air Transportation Charges**

Base Fare \$240.00 USD

Taxes, Fees and Charges

United States - Flight Segment Tax (ZP) \$8.00 USD

United States - September 11th Security Fee(Passenger Civil \$11.20 USD

Aviation Security Service Fee) (AY)

United States - Passenger Facility Charge (XF) \$9.00 USD

United States - Transportation Tax (US) \$18.00 USD

TICKET AMOUNT \$286.20 USD

/NONREF/NOCHGS/NOPRE RSVDSEAT

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

Fare Details: TPA DL MSP120.00XAVUA0BX DL TPA120.00XAVUA0BX USD240.00END ZP TPAMSP XF TPA4.5MSP4.5

Checked Bag Allowance

The fees below are based on your original ticket purchase. **If you qualify for free or discounted checked baggage**, this will be taken into account when you check in.

FE 239614

Norma Smith

Wed 18 May 2016

DELTA: TPA MSP

22112

CARRY ON

FIRST

SECOND

FREE

\$25^{USD}

\$35^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Sat 21 May 2016

DELTA: MSP TPA

CARRY ON

FIRST

SECOND

FREE

\$25^{USD}

\$35^{USD}

Visit delta.com for details on baggage embargos that may apply to your itinerary.

Transportation of Hazardous Materials

Federal law forbids the carriage of hazardous materials aboard aircraft in your luggage or on your person. A violation can result in civil penalties. Examples include: Paints, aerosols, lighter fluid, fireworks, torch lighters, tear gases and compressed gas cartridges.

There are special exceptions for small quantities (up to 70 ounces total). For further information visit delta.com Restricted Items Section.

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RELIABILITY MEANS DELTA.



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Norma Smith

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We have partnered with The Nature Conservancy to allow you to offset your carbon emissions from this trip. Go to delta.com/CO2 to calculate your CO2 emissions and learn more about offsetting.

Terms & Conditions

This ticket is non-refundable unless the original ticket was issued at a fully refundable fare. Some fares may not allow changes. If allowed, any change to your itinerary may require payment of a change fee and increased fare. Failure to appear for any flight without notice to Delta will result in cancellation of your remaining reservation.

Note: When using certain vouchers to purchase tickets, remaining credits may not be refunded. Additional charges and/or credits may apply.

All SkyMiles® program rules apply. To review the rules, see Membership Guide & Program Rules. Taxes and fees for Award Travel are the responsibility of the passenger and must be paid at the time the ticket is booked. Award Travel seats are limited and may not be available on all flights or in all markets. Offers void where prohibited by law. Other restrictions may apply.

Checked Bag Allowance

*On Delta operated flights, you may carry on one bag and a small personal item at no charge.

Delta One™/First/Business Class weight allowance reverts to 50 lbs for all checked bags beyond regular free allowance.

At the time of check in with Delta, SkyMiles Medallion members, SkyTeam Elite & Elite Plus and active US Military personnel are eligible for fee waivers and other benefits. For more details, visit delta.com/baggage. Basic Cardmembers with a Gold, Platinum, or Reserve Delta SkyMiles Credit Card from American Express are eligible for the first bag fee waiver. More details on the program can be found at delta.com/firstbagfree.

A standard checked bag with Delta may be up to 50 lbs and 62 linear inches (per piece). Additional fees apply for oversize, overweight, and/or additional pieces of checked baggage. Please review Delta's baggage guidelines for details. Weight and size restrictions may vary when checking baggage on carriers other than Delta. Contact with the operating carrier for detailed checked baggage allowances. You must be checked in at the gate by the applicable check-in deadlines or your reservation may be cancelled. Please review Delta's check-in requirement guidelines for details. Check-in requirements vary by airline, so if your ticket includes travel on other airlines, please check with the operating carrier on your ticket.

Do you have comments about our service? Please email us to share them.

Conditions of Carriage

Air transportation on Delta and the Delta Connection® carriers is subject to Delta's conditions of carriage. They include terms governing for example:

- Limits on our liability for personal injury or death of passengers, and for loss, damage or delay of goods and baggage.
- Claim restrictions including time periods within which you must file a claim or bring action against us.
- Our right to change terms of the contract.
- Check-in requirements and other rules established when we may refuse carriage.
- Our rights and limits of our liability for delay or failure to perform service including schedule change, substitution of alternative air carriers or aircraft, and rerouting.
- Our policy on overbooking flights, and your rights if we deny you boarding due to an oversold flight.

These terms are incorporated by reference into our contract with you. You may view these conditions of carriage on delta.com, or by requesting a copy from Delta.

You have received this email because you elected to receive your Electronic Ticket receipt sent to you via email. If you would like to take advantage of other Delta email programs featuring special fares, promotions, information and flight updates, please visit: delta.com/emailprograms or delta.com/notifications.

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IB239614

WAS

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Norma Smith

Privacy Policy

2212

Your privacy is important to us. Please review our Privacy Policy.



MY TRIPS BOOK A TRIP FLIGHT STATUS CHECK IN

SIGN UP LOGIN

CONFIRMATION #F7INRA

THANK YOU FOR TRAVELING WITH DELTA, KENNETH!

Your booking is complete. We'll send you an email to smithne@hillsboroughcounty.org with your receipt and itinerary details.

Tampa, FL to Minneapolis/St Paul, MN
Flight confirmation #F7INRA - Wed, 18 May 2016

TOTAL TRIP COST **\$286²⁰ USD**

ROUND TRIP | 1 PASSENGER

[GET TRIP NOTIFICATIONS](#)

WHAT'S NEXT

- Visit [My Trips](#) to access your itinerary, view your receipt, manage your flight and purchase Trips Extras, Trip Protection, Hotel and Car.

FLIGHTS

WED
18
MAY

TPA ▶ MSP
2:18 PM 4:39 PM

DL 1419
3h 21m | NONSTOP

Basic Economy (E)
No changes/ Nonrefundable

Price per
Passenger

\$240⁰⁰

► Details

[Complete Delta Air Lines Baggage Information](#)

Taxes, Fees
and Charges

\$46²⁰

DEPARTS Wed, 18 May | 2:18 PM from Tampa Intl (TPA)

ARRIVES Wed, 18 May | 4:39 PM at Minneapolis-St Paul Intl (MSP)

FLIGHT DL 1419 | 3h 21m |

AIRCRAFT MD-90 | Meal Services

SAT
21
MAY

MSP ▶ TPA
1:05 PM 5:13 PM

DL 1712
3h 8m | NONSTOP

Basic Economy (E)
No changes/ Nonrefundable

► Details

[Complete Delta Air Lines Baggage Information](#)

DEPARTS Sat, 21 May | 1:05 PM from Minneapolis-St Paul Intl (MSP)

ARRIVES Sat, 21 May | 5:13 PM at Tampa Intl (TPA)

FLIGHT DL 1712 | 3h 8m |

AIRCRAFT MD-90 | Meal Services

Total Price

\$286²⁰ USD

Thank you for being a valued customer. The fees below are based on general passenger information. If you qualify for free or discounted checked baggage, this will be taken into account when you check in.

PASSENGERS, SEATS & EXTRAS

SEATS

EXTRAS

SPECIAL SERVICES

Extras

\$0⁰⁰

1

Mr Kenneth L Jones

TPA ▶ MSP


\$25 \$35
FIRST SECOND

Seat assigned after check in


MSP ▶ TPA

\$25 \$35
FIRST SECOND

Seat assigned after check in

[Join Rewards](#)  [Account](#) [My Scratchpad 2](#) [My Trips](#) [Support](#)
[Home](#) [Hotels](#) [Flights](#) [Packages](#) [Cars](#) [Cruises](#) [Deals](#) [Activities](#) [Mobile](#) [Rewards](#)

✕ Tampa (TPA) to Minneapolis (MSP) May 18 1 Traveler

Change search 

Select your roundtrip flight to Minneapolis

Wed, May 18 - Sat, May 21

Prices are roundtrip per person, include all taxes and fees, but do not include baggage fees.

Nonstop ✕

Filter your results by

- Stops
- ☒ Nonstop (4) \$287
- ☐ 1 Stop (2947) \$204
- ☐ 2+ Stops (56) \$258

- Airlines included
- ☐ Delta (2489) \$245
- ☐ American Airlines (1498) \$249
- ☐ United (615) \$204
- ☐ Spirit Airlines (163) \$224

Departing time - Tampa

- ☐ Morning (5:00a - 11:59a)
- ☐ Afternoon (12:00p - 5:59p)
- ☐ Evening (6:00p - 11:59p)

Show arrival time for Minneapolis

Departing time - Minneapolis

- ☐ Morning (5:00a - 11:59a)
- ☐ Afternoon (12:00p - 5:59p)

Show arrival time for Tampa

Recently added to your Scratchpad



Tampa to Minneapolis


Wed, May 18 - Fri, May 20

Cheapest flight was \$229

Searched 6 minutes ago

Price (Lowest)



<input checked="" type="checkbox"/>		2:18p - 4:39p Delta Nonstop	3h 21m TPA - MSP	\$286.20 roundtrip Earn \$2.86
<input checked="" type="checkbox"/>		1:05p - 5:13p Delta Nonstop	3h 8m MSP - TPA	Select

Flight details and baggage fees  Good Flights (7.3 out of 10)


Run Tampa - Minneapolis on May 18 - May 21 on these travel sites: Ad

☐  ☐  ☐  [Select All Sites](#)

☐  ☐  ☐ 

✈ Tampa — Minneapolis  May 18 to May 21  1 traveler [Open in new windows.](#)[Top of page](#)

Showing Page 1 of 1

Give your feedback to help us make improvements. 

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\$49 Fares to Minneapolis Airfare Sale On Now to Minneapolis. Book Now to Lock in the Best Deals! www.lowfares.com/Minneapolis-Airfare
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*Fares and Conditions apply

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2nd choice

Español 

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



Tampa, FL to Minneapolis/St. Paul (Terminal 2), MN

Air

Total Price: \$303.96

ITINERARY

Travel Date	Flight Segments	Flight Summary
DEPART MAY 18 WED	01:15 PM Depart Tampa, FL (TPA) on Southwest Airlines Flight #3625 Southwest 02:45 PM Arrive in Atlanta, GA (ATL) WiFi available 03:25 PM Change  to Southwest Airlines in Atlanta, GA (ATL) Flight #3383 Southwest 05:05 PM Arrive in Minneapolis/St. Paul (Terminal 2), MN (MSP) WiFi available	Wednesday, May 18, 2016 Travel Time 4 h 50 m (1 stop, includes 1 plane change) Wanna Get Away
RETURN MAY 21 SAT	09:40 AM Depart Minneapolis/St. Paul (Terminal 2), MN (MSP) on Southwest Airlines Flight #3568 Southwest 01:10 PM Arrive in Atlanta, GA (ATL) 02:30 PM Change  to Southwest Airlines in Atlanta, GA (ATL) Flight #2847 Southwest 03:55 PM Arrive in Tampa, FL (TPA) WiFi available	Saturday, May 21, 2016 Travel Time 5 h 15 m (1 stop, includes 1 plane change) Wanna Get Away

What you need to know to travel:

Check-In: Be sure to arrive at the departure gate with your boarding pass at least 10 minutes before your scheduled departure time. Otherwise, your reserved space may be cancelled and you won't be eligible for denied boarding compensation.

No Show Policy: If you are not planning to travel on any portion of this itinerary, please cancel your reservation at least 10 minutes prior to scheduled departure of the flight. Customers who fail to cancel reservations for a Wanna Get Away fare segment at least ten (10) minutes prior to travel and who do not board the flight will be considered a no show, and all remaining, unused funds on this reservation will be forfeited, including Business Select and Anytime funds.

PRICE: ADULT

Trip	Routing	Fare Type View Fare Rules	Fare Details	Quantity
Depart	TPA-ATL-MSP	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1
Return	MSP-ATL-TPA	Wanna Get Away Excellent Value	<ul style="list-style-type: none"> No Change Fees (applicable fare difference applies) Reusable Funds (nontransferable - no name changes allowed) Nonrefundable unless purchased with Points 	1

Enroll in Rapid Rewards and earn at least 1444 Points for this trip. Already a Member? Log In to ensure you are getting the points you deserve.

Subtotal **\$303.96**
Fare Breakdown

You can't find this great fare on any other website. Southwest fares are only on southwest.com®.

1st and 2nd Checked Bags Fly Free®*
*Weight and size limits apply.

Bag Charge \$0.00

Air Total:
\$303.96

Modify Trip

Purchase your shopping cart...

By clicking 'Continue', you agree to accept the fare rules and want to continue with this purchase

Continue



Get **\$200 Statement Credit**
after first purchase &
Earn **10,000 Bonus Points**

Learn more

You Pay Today: \$303.96
Credit On Your Statement: -\$200.00
Total After Statement Credit: \$103.96

Kenneth Jones 5-18-16 Baggage Fee \$25.00

DELTA

PASSENGER RECEIPT 01
18MAY16 0066 US
DL/KI TPA FTO

EXCESS BAGGAGE
TICKET

JONES/KENNETH L
NOT VALID FOR
TRANSPORTATION

PSGR TICKET 0062341720063

THIS IS YOUR RECEIPT

TPA DL MSP
PIECE 25.00
ENC 25.00

F7INRA /DL

FOR CONDITIONS OF
CONTRACT - SEE
PASSENGER TICKET AND
BAGGAGE CHECK

USD 25.00

CAN5711E0536Y93669069296

NOT VALID FOR TRAVEL

USD25.00

1 006 8215183804 0

1 006 8215183804 0

WED, MAY 18, 2016

Kenneth L Jones
F7INRA

DELTA
BOARDING DOCUMENT

TPA ▶ MSP

TAMPA (TPA) ▶
Mpls-St Paul (MSP)
FLIGHT DL1419

BOARDING
1:38pm

GATE*
E68

ZONE
3

SEAT
18C
Main (E)

Depart Wed, 2:18pm
Arrive Wed, 4:39pm

*Gates may change. Check airport monitors.

Fly Paperless: www.delta.com/app

Ticket#: 006 2341720063

KTPATKT30A005

Kenneth Jones 5-21-16 Baggage Fee \$ 25.00



PASSENGER RECEIPT 00
21MAY16 0066 US

EXCESS BAGGAGE
TICKET

DL/LA MSP FTO

JONES/KENNETH/L
NOT VALID FOR
TRANSPORTATION

THIS IS YOUR RECEIPT

PSGR TICKET 0062341720063

MSP DL TPA
PIECE 25.00
EBC 25.00

F7INRA /DL

NON REFUNDABLE/
NO CHANGES/NON TR
ANSFERABLE/NOT
VALID FOR TRAVEL

USD 25.00

CAX5733E0536Y93669048020

NOT VALID FOR TRAVEL

1

0 006 8216634493 0

0 006 8216634493 0

USD25.00



JONES/KENNETH/L

SEAT 10D

MPLS-ST PAUL

TAMPA

DL1712

21MAY

Operated By:

DELTA AIR LINES INC



Kenneth Jones - Parking \$88.00

TAMPA AIRPORT PARKING
(813) 870-8791

TAMPA AIRPORT PARKING
(813) 870-8791

Rcpt# 63980
05/21/16 17:33 LH 6 AM 38 Txn#139894
05/18/16 12:50 In 05/21/16 17:33 Out
Tktn 462706
ST.2016 \$ 82.24
SALES TAX \$ 5.76
Total Fee \$ 88.00
MASTER CARD \$ 88.00-
XXXXXXXXXXXX3669
Approval No.:074003
Reference No.:008495
Change Due \$ 0.00

THANK YOU AND DRIVE SAFELY

5/18	5/19	5/20	5/21
X	✓	✓	✓
X	✓	✓	✓
✓	✓	✓	

Hotel 877-8862
\$169.00 conf # 60650325



CROWNE PLAZA®
MINNEAPOLIS DOWNTOWN
NORTHSTAR

*Jani Smith on
behalf of Norma
Norma Smith
22112*

05-21-16

Ms Ken Jones	Folio No. :	367808	Cashier No. :	64	Room No. :	1006
Po Box 1110	A/R Number :				Arrival :	05-18-16
Tampa FL 33601-1110	Group Code :	IED			Departure :	05-21-16
United States	Company :	International Economic Developmen			Conf. No. :	60656325
	Membership No. :	PC 604434082			Rate Code :	
	Invoice No. :				Page No. :	1 of 1

Date	Description	Charges	Credits
05-18-16	*Accommodation	175.00	
05-18-16	Occupancy Tax	23.45	
05-19-16	*Accommodation	175.00	
05-19-16	Occupancy Tax	23.45	
05-20-16	*Accommodation	175.00	
05-20-16	Occupancy Tax	23.45	
05-21-16	Visa XXXXXXXXXXXXX3720		595.35
Total		595.35	595.35
Balance		0.00	

Thank you for staying with us! Qualifying points for this stay will automatically be credited to your account. Please tell us about your stay by writing a review here - www.ihg.com/reviews. We look forward to welcoming you back soon.

Guest Signature: _____

I have received the goods and / or services in the amount shown heron. I agree that my liability for this bill is not waived and agree to be held personally liable in the event that the indicated person, company, or associate fails to pay for any part or the full amount of these charges. If a credit card charge, I further agree to perform the obligations set forth in the cardholder's agreement with the issuer.

*Jani Dimalin on
behalf of Norma
Smith*

Norma Smith

92112



CROWNE PLAZA®

MINNEAPOLIS DOWNTOWN

NORTHSTAR

13-APR-2016

Ms Norma Smith
Po Box 1110
Tampa FL 33601-1110
United States

Dear Ms. Norma Smith,

Thank you for making your reservation at the Crowne Plaza Northstar- Minneapolis-DWTN. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
05-18-16	05-21-16	175.00 USD	King Non-Smoking

Your Confirmation Number is 60656325, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 13.40% Room Occupancy Tax. If you wish to cancel your reservation, please do so 24 hours prior to the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in.

Should you have any questions, please do not hesitate to call us at (612)338-2288. We look forward to welcoming you to The Crowne Plaza Northstar-Downtown.

Again, thank you for choosing the Crowne Plaza Northstar- Minneapolis-DWTN. We look forward to having you as our guest.

Best regards,

Reservations Office

*Tam Davelin on
behalf of Norma
Smith*
Norma Smith
25112

Smith, Norma

From: frontdesk@cpminneapolis.com
Sent: Wednesday, April 13, 2016 3:18 PM
To: Smith, Norma
Subject: Crowne Plaza Northstar- Minneapolis-DWTN
Attachments: ihg_confirmation_logo3225968.pdf

Norma Smith,

Attached is a copy of your upcoming reservation. Thank you for choosing to stay with us on 05-18-16 for 3 nights with 1 Room(s).

Please feel free to contact us if you have any questions regarding your reservation.

Thank you,

Crowne Plaza Northstar
Hotel: 612.338.2288
Fax: 612.673.1157
www.cpmminneapolis.com

Attached: Confirmation Page (pdf)
Hotel Confirmation #:1965611



*Sami Samali on
behalf of Norma
Smith*
Norma Smith
22112

13-APR-2016

Ms Norma Smith
Po Box 1110
Tampa FL 33601-1110
United States

Dear Ms. Norma Smith,

Thank you for making your reservation at the Crowne Plaza Northstar- Minneapolis-DWTN. We have reserved the following accommodations for you:

Arrival Date	Departure Date	Nightly Rate	Room Type
05-18-16	05-21-16	175.00 USD	King Non-Smoking

Your Confirmation Number is 60656325, and you are guaranteed for late arrival.

The above room rate is per night and is subject to the following taxes - 13.40% Room Occupancy Tax. If you wish to cancel your reservation, please do so 24 hours prior to the day of your arrival to avoid cancellation charges. Please be informed that photo identification will be required at time of check in.

Should you have any questions, please do not hesitate to call us at (612)338-2288. We look forward to welcoming you to The Crowne Plaza Northstar-Downtown.

Again, thank you for choosing the Crowne Plaza Northstar- Minneapolis-DWTN. We look forward to having you as our guest.

Best regards,

Reservations Office

*Same as on behalf
of Norma Smith*

Norma Smith

22112



CROWNE PLAZA MINNEAPOLIS DOWNTOWN NORTHSTAR

618 SECOND AVENUE SOUTH

MINNEAPOLIS MN 55402

FAX: 612/338-6194 PHONE: 612/338-2288

Credit Card Guarantee of Payment Form

Please complete the form in its entirety and include all requested documentation to ensure safe and rapid handling of your request.
This credit card guarantee of payment form is valid for the individual reservation(s) listed below.

Today's Date: 4/14/16

I, Norma Smith authorize use of my credit card for FULL PAYMENT of the following:

☒ Room & Tax

☐ Incidentals

☐ Banquet Charges

☐ Other _____

This reservation will be guaranteed to the credit card provided. In the event of a no-show, the credit card will be charged Room & Tax.

Guest Name	KENNETH JONES	
Company	HILLSBOROUGH COUNTY ECONOMIC DEVELOPMENT	
Address	601 E KENNEDY BLVD 20TH FL TAMPA, FL 33602	
Telephone/Fax	(813) 272-1143	()
Confirmation Numbers	1. 60056325	2.
	3.	4.
Arrival Date	5-18-16	
Number of Nights	3	

Credit Card Number	[REDACTED]	
Expiration Date	[REDACTED]	
Name on Card	NORMA SMITH	
Billing Address	PO Box 1110 TAMPA, FL 33601	
Telephone/Fax	(813) 276-8461	(813) 276-2638
Cardholder Signature	[Signature]	

Please attach a legible photocopy of the cardholder's Driver License and the credit card front and back.

TRANSMISSION VERIFICATION REPORT

*This transmits on
behalf of Norma Smith*
Norma Smith
22112

TIME : 04/14/2016 10:13
NAME : HILLSBOROUGH COUNTY
FAX : 8132762638
TEL : 8132726210
SER. # : BROL4J144098

DATE, TIME	04/14 10:13
FAX NO./NAME	916123386194
DURATION	00:00:28
PAGE(S)	02
RESULT	OK
MODE	STANDARD ECM

Hillsborough County Economic Development
601 E. Kennedy Blvd, 20th Floor Tampa, FL 33602
p: 813.276.8461 | f: 813.276.2638

Facsimile transmittal

To:	Crowne Plaza – Front Desk Manager	Fax:	612 338-6194
From:	Norma Smith	Date:	4/14/2016
Re:	Kenneth Jones, Guest	Pages:	2

☒ Urgent ☐ For review ☐ Please comment ☒ Please reply ☐ Please recycle

Reservation Confirmation: 60656325 Arrival Date: 5/18/16 Departure Date: 5/21/16.

Please confirm receipt of this fax. Email: smithne@hillsboroughcounty.org

*Janie Smalua on
behalf of Norma Smith*
Norma Smith
82112

Hillsborough County Economic Development
601 E. Kennedy Blvd, 20th Floor Tampa, FL 33602
p: 813.276.8461 | f: 813.276.2638

Facsimile transmittal

To: Crowne Plaza – Front Desk Manager Fax: 612 338-6194
From: Norma Smith Date: 4/14/2016
Re: Kenneth Jones, Guest Pages: 2

☒ Urgent ☐ For review ☐ Please comment ☒ Please reply ☐ Please recycle

Reservation Confirmation: 60656325 Arrival Date: 5/18/16 Departure Date: 5/21/16.

Please confirm receipt of this fax. Email: smithne@hillsboroughcounty.org

Confidential